

## **RETIREMENT BENEFITS MANAGER**

### **DEFINITION**

Under direction of the Retirement Administrator, oversees the Retirement Benefits Section in the Retirement Administration Office; recommends policies, develops and revises procedures and acts as a liaison with actuaries, City departments, and employee organizations.

### **SUPERVISION RECEIVED/EXERCISED**

Receives direction from the Retirement Administrator. Exercises supervision over Retirement Counselor I/II.

### **DISTINGUISHING CHARACTERISTICS**

The Retirement Benefits Manager is responsible for the supervision of the functions and staff of the Retirement Benefits Section including activities related to retirement counseling and disability retirement.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

*(May include but are not limited to the following.)*

Supervises, assigns, reviews, and evaluates the work of technical staff providing retirement benefit services to retirement members and beneficiaries.

Coordinates retiree payroll activities with the accounting function; authorizes the payment of withdrawals, refunds, retiree payroll, death benefits, and other disbursements.

Oversees actuarial valuation data preparation and control; coordinates with support staff and actuary.

Conducts presentations before a variety of groups regarding the City of Fresno Retirement Systems rules, statutes, regulations and benefits.

Assists in developing, implementing, and monitoring internal procedures and support systems for retirement administration.

Reviews new legislation for its impact on retirement and related issues; makes recommendations to management on positions to take based on perceived impact; clarifies retirement law interpretations with Legal Counsel.

Assists with the development and administration of section budget.

Perform related duties as required.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Principles and practices of retirement benefits administration, including general knowledge of actuarial principles and budget development.

Laws relating to public pension systems, long-term and retirement disability, death/survivor benefits and related provisions of California and Federal law.

Administrative principles and practices, including work organization, program and process evaluation, and employee supervision and training.

### **Skill to:**

Operate an office computer and a variety of word processing, spreadsheet, and software applications.

### **Ability to:**

Exercise and apply sound, independent judgement within general policy guidelines and operating parameters.

Understand, interpret, and apply rules, regulations, laws, and ordinances and make sound recommendations.

Communicate clearly and concisely, both orally and in writing to individual members, groups and committees, and prepare clear and concise written reports, oral presentations, and correspondence.

Plan, coordinate, supervise, review and evaluate the work of others.

Establish and maintain positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

## **MINIMUM QUALIFICATIONS**

### **Experience:**

Three years of responsible supervisory experience in the administration of a retirement or government benefit program.

### **Education:**

Graduation from an accredited college or university with a Bachelor's degree in Human Resources, Business Administration, Public Administration, or a closely related field.

**Special Requirement(s):**

Possession of a valid Driver's License may be required at the time of appointment.

APPROVED: \_\_\_\_\_

Director

DATE: \_\_\_\_\_

AG/NK/RLR:06/23/04